

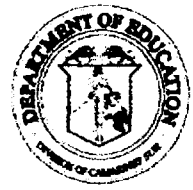


Department of Education

Region V

DIVISION OF CAMARINES SUR

Freedom Sports Complex, San Jose, Pili, Camarines Sur



May 16, 2018

Memorandum : Interested Applicants to the following positions:

- 1. Education Program Supervisor**
- 2. Medical Officer III**
- 3. Attorney III**
- 4. Administrative Officer IV (Personnel)**

1. In view of the urgent need to fill up the above positions in the Division of Camarines Sur, all interested applicants may please submit their documents for ranking and evaluation **on or before May 24, 2018** during office hours, as follows:


- a. Omnibus Certification
- b. Application Letter
- c. Comprehensive Resumé
- d. Certificate of Eligibility
- e. Performance Ratings for the last three (3) rating periods (with numerical rating);
- f. Certification of Designations / Service Records as experience relevant to the position;
- g. Outstanding Accomplishments, such as:
 - vi. Outstanding Employee Award
 - vii. Innovations
 - viii. Research and Development Project/s
 - ix. Publication / Authorship
 - x. Consultancy / Resource Speakership in Trainings/Seminars/Workshop/Symposia
- h. Education – Transcript of Records
- i. Training/s:
 - v. Participant in a specialized training e.g. Scholarship Programs, Study Grants for more than one (1) month;
 - vi. Attendance to three (3) or more training activities conducted for at least three (3) days not given credits in the past promotions;
 - vii. As participant in one (1) trainings conducted for at least three (3) days in the National and International level;
 - viii. Chair / Co-Chair in a Technical / Planning Committee
- j. CS Form 212 (PDS)

The Qualification Standards for the said positions are as follows:

POSITION TITLE AND SALARY GRADE	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	TRAINING REQUIREMENTS	ELIGIBILITY REQUIREMENTS
Education Program Supervisor (SG – 22)	Master's degree in Education or other relevant Master's degree with specific area of specialization Note: With specialization in: MAPEH TLE – IT AGRI-FISHERIES	2 years as School Principal or 2 years as Mater Teacher or 5 years teaching experience	8 hours of relevant training	RA 1080 (Teacher)
Medical Officer III (SG – 21)	Doctor of Medicine	None required	None required	RA 1080
Attorney III (SG – 21)	Bachelor of Laws	1 year of relevant experience	4 hours of relevant training	RA 1080
Administrative Officer IV (SG – 15)	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility

2. The Personnel Selection Board (PSB) has set its **evaluation and deliberation** of applicants on **May 29, 2018**.
3. Submission of documents shall be in a folder color-coded as follows:

Education Program Supervisor	-----	Blue
Medical Officer III	-----	Violet
Attorney III	-----	White
HRMO II (Adm. Officer IV)	-----	Yellow
4. For widest dissemination, information and guidance of all concerned.


CECILLE BERNADETTE P. RIVERA, CESO V
 Schools Division Superintendent

Reference: DepEd Order No. 66, s. 2007
 DepEd Order No. 19, s. 2016
 DepEd Order No. 117, s. 2010